



Harper College®

1200 West Algonquin Road

Palatine, Illinois 60067

MEMO

To: Community Service Officer Patrick Legge # 877
From: Deputy Chief R. Walker #802
Date: September 25, 2018
Re: Letter of Reprimand – Changed to Written Verbal Warning 11/15/18 (RW)

On September 18, 2018., you accepted an overtime assignment from Dispatch and Records Supervisor Talsma to cover the temporary police service desk located in S104 from 0700 to 1500 hours on September 19, 2018. You did not report for duty on that date and time. Your absence caused the HCPD to hold over midnight staff to maintain coverage in S104. You were contacted by Supervisor Talsma and you did report for duty at 1130 hours.

This is in violation of the Harper College Police Department Policy Manual. Policy 321.5.5 Attendance (d) in part:

321.5.5 Attendance (d):

Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without a reasonable excuse.

My signature below verifies that I have reviewed this Letter of reprimand with my supervisor and that I have been provided with a copy.

Employee: _____

Date: 9/25/18

Supervisor: _____